

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**CORRECTIONS TRANSPORTATION OFFICER**

**JOB DESCRIPTION**

Employees in this job transport offenders of all security classifications to various locations within and outside the state.

There is one classification in this job.

**Position Code Title - Corrections Trnsprttn Ofcr-E**

**Corrections Transportation Officer E10**

This is the experienced level. The employee oversees and participates in the custody, security, and treatment of offenders while transporting them to various locations. The employee works independently and without supervisory direction, and must exercise discretion and independent judgment in critical, complex, and potentially violent situations.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Transports offenders via passenger vehicles and busses to various destinations such as courts, jails, prisons, medical centers, and other specified locations.

Escorts offenders into surroundings requiring contact with court personnel, hospital personnel, medical staff, and the public.

Plans timing and route of the trip/run; determines and follows the shortest and safest travel route.

Ensures proper safety precautions for the trip/run; arranges for offenders' accommodation needs; determines the amount and types of restraints; and selects necessary weapons.

Plans special security precautions and emergency and escape response procedures.

Searches vehicle and inspects and appropriately stores offenders' personal property.

Ensures a safe and controlled travel environment.

Places restraining devices on offender(s) for security during transport. Ensures secure environment when devices are removed.

Verifies offenders' identification with picture ID cards and other methods to be certain offenders are assigned the proper detail.

Performs counts of offenders and conducts thorough strip/clothes/body searches of offenders and their property for prohibited contraband items.

Secures and maintains possession of clearances and necessary travel documents. Ensures proper exchanges of information.

Minimizes offenders' contact and interaction with the public to avoid potentially dangerous or harmful situations.

Inspects restrooms or other areas an offender may occupy during necessary stops for possible escape routes.

Assumes responsibility for significant departmental material resources, such as passenger vehicles, weapons, and communications equipment.

Observes offenders' activities to detect unusual or prohibited behavior and potential threats to the safety and security of employees, other offenders and the public. Obtains offenders' compliance with departmental rules and regulations.

Observes and immediately responds to all incidents, such as assaults on employees or offenders, offender disturbances, or other situations threatening the security of the mission. Controls, restrains, and subdues disruptive offender(s) to prevent rioting and possible escapes. Appropriate response may include use of firearms and/or deadly force.

Maintains vigilant adherence to all departmental security policies and procedures.

Contacts federal, state, and local police agencies and sheriffs' offices within and outside the state and maintains professional courtesy.

Communicates with correctional facilities, jails, and other law enforcement agencies regarding offenders' departures and approximate arrival times.

Maintains proper court security coverage and prevents escapes. Shakes down courtroom and lockup areas.

Appropriately counsels offender(s), including those with discipline problems or mental/physical health issues, to maintain a stable environment.

Contacts the prison to arrange twenty-four-hour coverage if an offender is admitted to a medical facility. Remains with the offender until properly relieved.

Reviews, handles, and distributes all related travel and court documents.

Assists offender(s) with completing necessary documents, such as medical forms required for treatment.

Trains and instructs new transportation officers in their assigned duties.

Prepares written records and reports related to the work.

May take part in searches for escaped offenders.

May dispense prescribed medication to offenders as directed.

May administer first aid.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Considerable knowledge of security procedures and techniques.

Considerable knowledge of departmental rules, regulations, policies, and procedures.

Considerable knowledge of the techniques of self-defense, disturbance controls, firearms, detection of weapons, restraint application, escape prevention, radio communication, and emergency procedures.

Considerable knowledge of various offender sub-cultures, problems, behaviors, mental illnesses, and intervention techniques.

Considerable knowledge of health care standards, procedures regarding contagious diseases, and basic first aid techniques.

Considerable knowledge of vehicle maintenance standards and procedures.

Considerable knowledge of the State of Michigan's laws and related Department of Corrections' rules, policies and procedures.

Considerable knowledge of physical locations of all sheriff departments and state police posts.

Considerable knowledge of geography, weather/road conditions and alternative routes to prevent escapes or takeovers.

Considerable knowledge of operation, maintenance, and mechanics of all transportation vehicles, including commercial vehicles.

Ability to properly verify identities of offenders scheduled for transport.

Ability to plan each transportation detail, including type of vehicle, timing of the trip, amount and type of restraints, emergency procedures, escape contingencies, necessary weapons, offender needs (medication, physical/mental health issues, food), etc.

Ability to demonstrate good judgment and make sound, rational decisions in hostile environments and emergency situations.

Ability to independently supervise and transport offenders.

Ability to interpret rules and regulations and make appropriate decisions without supervisory consultation.

Ability to learn and apply departmental policies, procedures, rules and regulations.

Ability to perform shakedowns for contraband, weapons, escape paraphernalia, etc.

Ability to subdue disruptive offenders.

Ability to prevent escapes of offenders.

Ability to conduct strip searches.

Ability to meet the physical requirements of the work, which may include long hours and the performance of strenuous tasks.

Ability to take control in volatile situations.

Ability to observe critically, obtain accurate data, and prepare written records and reports.

Ability to maintain the safe and secure operation of transportation vehicles and ensure that all maintenance is current and security items are working properly.

Ability to obtain and maintain a Commercial Driver's License and operate commercial vehicles.

Ability to travel in and out of the state for extended periods of time on short notice.

Ability to successfully complete in-service education and training programs.

Ability to obtain and maintain a concealed weapons permit.

Ability to present a positive image to the public, court officials, and law enforcement and properly represent the Department of Corrections while escorting offenders.

Ability to anticipate problems.

Ability to communicate effectively.

### **Working Conditions**

Work is performed in an environment that is extremely uncomfortable and involves a significant chance of incurring a disabling or life-threatening injury.

Some jobs require an employee to work in highly stressful situations.

Some jobs require an employee to work in hazardous situations.

Working conditions include high offender to officer ratios.

### **Physical Requirements**

The job duties require an employee to meet the physical requirements of the work, which includes the performance of strenuous tasks requiring muscular strength and coordination, and cardiovascular endurance.

Must maintain a state of constant alertness to prevent escape of offenders and protect the public.

Must maintain a professional demeanor as a representative of the Department of Corrections.

Must maintain compliance with the Department of Corrections' grooming standards for Corrections Transportation Officers.

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

### **Education**

Completion of 15 semester (23 term) college credits in any field.

### **Experience**

Corrections Transportation Officer E10

Two years of experience equivalent to a Corrections Officer or Corrections Medical Officer, including one year equivalent to the E9 level.

### **Special Requirements, Licenses, and Certifications**

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

The Department of Corrections may screen out job applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

Possession of a valid driver's license.

Compliance with the Department of Corrections' grooming standards for Corrections Transportation Officers.

Successful completion of twenty-four hours of transportation training.

Satisfactory completion of physical fitness standards, annual re-certification, and training.

Some positions may require a Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle with passenger rating. Some positions may also require air brake endorsement.

Qualified in the use of chemical gas agents.

Certification in the operation of various firearms including the ability to secure a concealed weapons permit. At the time of appointment, incumbent must have no limitation that would prevent the issuance of a concealed weapons permit.

May be required to possess an ambulance operator license.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

CORTRNOFR

**Job Code Description**

CORRECTIONS TRANSPORTATION OFFICER

**Position Title**

Corrections Trnsprtatn Ofcr-E

**Position Code**

CORTOFRE

**Pay Schedule**

C12-003

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05/01/2022